



NDDDES – Public Assistance

NORTH
Dakota | Emergency Services
Be Legendary.™



Public Assistance - Applicant Review

Section 1 – Event and Preliminary Damage Assessment

- Event
- Site Tracker and Guidance
- Preliminary Damage Assessment

Section 2 – FEMA Public Assistance Program and Policy

Section 3 – Virtual Site Inspections

Section 4 – Record Retention

- Time Extensions
- Small Project Monitoring
- Large Project Monitoring
- Large Project Quarterly Reporting

Section 1 – Event



Event

Event

Most events that cause the activation of a Presidential Declaration in North Dakota are caused by spring flood or isolated severe storm event.

The impact thresholds or dollar amount must meet the per capita state threshold as well as the local threshold

Per capita State Threshold - \$1,042,516.00

Countywide per capita indicator - \$4.10

Local

- Cass County - \$582,636.00
- Dickey County - \$20,574.00
- Stutsman County - \$82,079.00

Event

For each Federally declared event the president must declare that an emergency or major disaster exists. The Declaration establishes:

- The type of incident
- Incident period
- Designated area
- Types of Assistance
- Federal and State Cost Shares

Event

Incident

For Major Disaster Declarations, an incident is any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion.

Incident Period

The incident period is the span of time during which the federally declared incident occurs. Any damages occurring outside of the incident period are not eligible. Some Category B work may be eligible prior to the incident period, however eligibility is determined on a case by case situation.

Designated Area

The declaration designates which areas (e.g., county, parish, city, or Tribal government) are eligible to receive Federal assistance. If your county is not included in the declaration, then you cannot participate in the event.

Event

Types of Assistance

FEMA provides assistance to SLTT governments and certain types of PNP organizations via its Public Assistance (PA) Program. The type of assistance authorized may vary among designated areas. Most declarations for North Dakota activate the PA and Hazard Mitigation assistance programs.

FEMA provides assistance to individuals and households via its Individual Assistance (IA) programs. IA is only activated during a catastrophic event (ND 2011 Flood).

Federal and State Cost Share

The assistance FEMA provides through its PA Program is subject to a cost share. The cost share ensures local interest and involvement through financial participation. The Federal share is not less than 75 percent of the eligible costs. FEMA may recommend an increase up to 90 percent if actual Federal obligations, excluding administrative costs, meet or exceed a qualifying threshold.

North Dakota typically provides an additional 10% cost share leaving a local share of 15%.

FEMA-Disaster Recovery (DR)-4613-ND

Declaration Date: September 1, 2021

Incident: Severe Storms, Straight-line Winds, and Flooding

Incident Period: June 7-11, 2021

Cost Share Percentage

- Federal – 75%
- State – 10%
- Local – 15%

Public Assistance: Assistance for emergency work and the repair or replacement of disaster-damaged facilities

Designated Counties: Burke, Divide, Emmons, Grant, Kidder, LaMoure, Sioux, and Williams Counties

Hazard Mitigation Grant Program: Assistance for actions taken to prevent or reduce long term risk to life and property from natural hazards

- All areas in the State of North Dakota are eligible for assistance under the Hazard Mitigation Grant Program

Event – Authorized Work

Emergency Work (Category A Debris Removal and Category B Emergency Work)

FEMA is authorized to provide PA funding for Emergency Work, including emergency protective measures and debris removal. According to the PA policy, Emergency Work, is work that must be done immediately to:

- Save lives
- Protect public health and safety
- Protect improved property
- Eliminate or lessen an immediate threat of additional damage

FEMA may require certification by Federal or SLTT government officials that a threat exists, including:

- Identification and evaluation of the threat and
- Recommendations of the work necessary to cope with the threat

Event – Authorized Work

Emergency Work (Category A Debris Removal and Category B Emergency Work)

Excluding approved emergency grade raise sites, all emergency work is considered temporary and must be removed.

Emergency Work that must be removed:

- Levees, berms, flood walls
- Any items or structures that were not in place prior to the event

Event – Authorized Work

Permanent Work (Category C-G)

Permanent Work (Categories C–G) is work required to restore a facility to its pre-disaster design (size and capacity) and function in accordance with applicable codes and standards.

Repairs made to your sites need to bring the site back to its pre-disaster condition

You cannot make repairs that improve your sites from the pre-disaster condition unless:

- FEMA grant prior approval for an improved project or alternate project
- FEMA approves mitigation measures that directly reduce the potential of future damages

Site Tracker & Guidance

- Spreadsheet used to catalogue damages from the State's Preliminary Damage Assessment (PDA)
- Used to develop the DDD, SOW, GPS locations, costing, site name, percentage of completion and location
- Accuracy is essential as the site tracker sets the pace for writing your PWs
- **Develops your Damage Inventory**
 - Comprehensive list of your sites
 - Logical grouping of sites
 - Grouped by Township and County sites
 - Grouped by Category
 - Grouped by environmental concerns

Site Tracker

Applicant Name	Site Name	County/City or Township	Category	Start Latitude	Start Longitude	Stop Latitude	Stop Longitude	Culvert GPS	Description of Damage or Work	Estimated Cost	% of Work Completed
Ransom County	RmCob01	Coburn	C	46.57101	-97.63218	46.57295	-97.63218	NA	Surface Gravel washed from road area 191' x 15' x 2". Road bed eroded over area 150' x 14' x 4".	\$ 450.00	100%
Ransom County	Ranso01	County	C	46.58956	-97.25158	46.58489	-97.25158	46.58489, -97.25100	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 2,000.00	0%
Ransom County	Ranso02	County	B	46.44204	-97.68445	46.44204	-97.68445	NA	Force Account labor monitored flooded roadways, placed road closed signs, detour signs, road underwater signs, and placed sandbags throughout Ransom County.	\$ 14,251.25	100%
Ransom County	Ranso03	County	A	46.07154	-97.82892	46.07154	-97.82892	NA	Contractor and two Force Account employees worked from 5/8/2018-5/10/2018 to remove 80 CY of vegetative debris. Debris was taken to the Valley City landfill. GPS location of landfill - 46.54231, -98.02226.	\$ 4,578.55	100%
Ransom County	RmCob02	Coburn	C	46.25502	-97.52548	46.25186	-97.52548	46.25186, -97.52401	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 3,500.00	100%
Ransom County	RmCob03	Coburn	C	47.59863	-97.02563	47.59845	-97.02563	NA	Surface Gravel washed from road area 250 x 20' x 2".	\$ 350.00	0%

Breaking Down the Site Tracker Columns

Applicant Name:

- This column represents the name of the entity that you represent and the name that you will use to make your Request for Public Assistance (RPA).

Breaking Down the Site Tracker Columns

Site Name: Every site is required to have an identifying number. We would like you to use the following guidance when creating your identifying numbers for your sites.

For County Applicants:

- County Sites: Please use the first 5 letters in your county name followed by the numerical numbering of your site. The Numerical numbering must contain 2 characters.
 - For example: Benson County Site 1 would be Benso01
- Township Sites: Please use the first and last letters of your county followed by the first three letters of your township, followed by the numerical numbering of your site. The numerical numbering must contain 2 characters.
 - For example: Benson County, Rock Township Site 1 would be BnRoc01.

For Applicants other than Counties:

- Use the first 5 letters in the name of your entity followed by the numerical numbering of your site. The Numerical numbering must contain 2 characters. For example: Devils Lake site 1 would be Devil01. For those entities, whose names do not contain 5 characters, use as many characters as your entities name can provide, followed by the two-character number.

Breaking Down the Site Tracker Columns

County/City or Township:

- For County Applicants: If the site that was damaged is a county owned property, please identify as “County”. If the site was a Township Site, please identify the Township name
- For Applicants other than Counties: Identify the county where your damages are located

Category:

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational and Other Facilities

Breaking Down the Site Tracker Columns

Start Latitude and Longitude/Stop Latitude and Longitude :

- Two GPSs are required for sites that have damages exceeding 200 LF. You are required to produce a GPS latitude and longitude location of your damaged sites or where your work occurred from the **start** of the damage to the **end** of the damage
- The GPS locations must be in the decimal degrees format. Please provide your GPS to the 5th decimal place, i.e., 48.12345, -98.12345
 - **Roads:** For damaged roads less than 200 LF traveling on a west and east direction, take the GPS location at east side of the damage. For damaged roads less than 200 LF traveling on a north and south direction, take the GPS location on the north side of the damage.
 - **Emergency Protective Measures/Debris:** You may have multiple operations throughout your entity where one specific GPS cannot be placed. In these cases, take your GPS at your base of operations.
- GPS coordinates for any culvert work is required in addition to the start and stop GPS

Breaking Down the Site Tracker Columns

Description of Damage or Work:

- In this column you will be required to provide a specific description of the damage that occurred at your site and/or the work that was performed during Category B: Emergency Protective Measures.
- It is key that you are as descriptive as possible when producing your Damage Descriptions and Dimensions (**DDD**). DDDs must be measurable and quantifiable.

Breaking Down the Site Tracker Columns

Description of Damage or Work:

- Below are some examples of how we would like you to describe your damages per site:
 - Surface gravel washed from road area 100' x 22' x 2"
 - Roadbed eroded over area 75' x 22' x 4"
 - Rip Rap eroded over area 50' x 6' x 2' on the east side
 - Inslope eroded over area 50' x 6' x 2'/2 on the east side
 - 40 LF of 36" CMP eroded around and was displaced without damage [**length in feet X width (diameter) in inches for culvert size**]
 - 40 LF of 36" CMP eroded, washed out and was damaged beyond repair
 - **Sites that are identified as work completed must contain a damage description that allows enough area to fit the cubic yards placed at a site**

Breaking Down the Site Tracker Columns

Description of Damage or Work:

- Below are some examples of incomplete and complete DDDs:
 - **Incomplete** – Gravel wash 100' x 18'
 - **Complete** – Gravel washed from road over area 100' x 18' x 2"
 - **Incomplete** – Culvert washed out
 - **Complete** – 40 LF of 36" CMP eroded around and was displaced without damage
 - **Incomplete** – Emergency Protective Measures, sandbagging
 - **Complete** - Force Account labor monitored flooded roadways, placed road closed signs, detour signs, road underwater signs, and placed sandbags throughout Ransom County
 - **Incomplete** – Debris Removal
 - **Complete** - Contractor and two Force Account employees worked from 5/8/2018-5/10/2018 to remove 80 CY of vegetative debris. Debris was taken to the Valley City landfill. GPS location of landfill: 46.54231, -98.02226.

Breaking Down the Site Tracker Columns

Description of Damage or Work: Category A Examples

- Overland flooding throughout Burleigh County deposited 800 CY of vegetative debris across multiple locations. Final disposal location: City Dump. GPS 48.12345, -97.54321
- Woody debris gathered against bridge abutment over area 40' x 10' x 4' (60 CY). Final disposal location: City Dump. GPS: 48.45281, -99.12574

Breaking Down the Site Tracker Columns

Description of Damage or Work: Category B

- The city hired contractors to construct levees from clay, sandbags, and Hesco bags to protect against the threat to life and property of the citizens of Mandan. Force Account utility work crews were mobilized to help flood fighting efforts.
- They combined with other city employees to man pumps, check dikes and levees, acquire necessary materials at local businesses in order to keep flood waters under control.
- Electrical generators were rented to supply power to operate electric pumps and lights during the flood fighting effort. Tractors were rented (some donated) and placed at strategic points throughout the city and PTO pumps attached to tractors were used to move large amounts of flood water away from threatened areas.

Breaking Down the Site Tracker Columns

Description of Damage or Work: Category B

- The city used contract and Force Account Labor and Equipment to construct a levee 1000' x 15' x 5' using 2,778 CY of embankment. The levee is located on 3rd Ave. 10,000 sandbags and 1,000 CY of sand was purchased in flood fighting efforts. Sandbags were disposed at the city landfill, GPS location 48.12345, -98.12345.
- Contractor has provided estimate to remove 2,778 CY of levee embankment material. Levee material will be taken to GPS location: 48.54321, -98.54321 for final disposal.
- Category B will be written for the construction of Levee and removal of levee
- Force Account Labor, working with the wastewater contractor, acquired ball plugs and placed them at wastewater lift stations to keep flood water from community housing and businesses. Frames were built to guide hoses over dikes and levees from pumps pumping flood water from behind plug dikes and levees in the bay areas.

Breaking Down the Site Tracker Columns

Estimated Cost:

- You must provide estimated costs per site. These costs should be as accurate as possible; however, it is understood that these costs are estimates because repairs might still need to be completed. You may need to update this section after final invoices are submitted to you.
- For sites with estimates that are considered work to be completed, be prepared to produce documentation and/or estimates that support your local costs.

% of Work Completed:

- In this column you will need to identify the percentage of work that has been completed at the site. If no work was completed, place 0% in this column. Your Program Delivery Manager (PDMG) will need this information in order to schedule/set up your site inspection work orders.

Preliminary Damage Assessment (PDA)

When a State, Territorial, or Tribal (SLTT) government determines that an incident may exceed SLTT capabilities to respond, it requests a joint Preliminary Damage Assessment (PDA) with FEMA. Federal, SLTT government, and certain PNP organization officials work together to estimate and document the impact and magnitude of the incident. Accurate and comprehensive PDAs are critical to enabling efficient response and recovery.

Preliminary Damage Assessment (PDA)

NDDES will send out the site tracker and guidance for you to fill out and return to validate your damages

In addition to the site tracker you will be required to produce:

- Photos of your damaged sites
- Written estimates
- Material Cost Sheets

FEMA can remove sites from the PDA if there is not enough documentation to validate damages

Section 2 – FEMA Public Assistance Program and Policy

New Model: Background

In 2014, FEMA conducted an in-depth analysis of the Public Assistance (PA) program's delivery process. Following months of analysis and restructuring, a new PA Program Delivery Model was designed to meet the needs of applicants by streamlining and categorizing projects.

FEMA Developed Grants Portal (Applicant) and Grants Manager (FEMA)

Cloud base software tool to develop your FEMA Project and Grants

Changes under new model

- All projects must be reviewed within the FEMA Grants Portal/Manager at the Consolidated Resource Center (CRC)
 - Damage, description and dimensions (DDD)
 - Scope of work (SOW)
 - Costing
 - Permitting

How This Process Starts: FEMA Grants Portal

Request for public assistance (RPA)

- Required to become an official applicant under the current declared disaster
- Request must be submitted through the FEMA Grants Portal Website

New applicant (Those who have not been in a ND Disaster since before 2017)

- Email invitations should have been sent to you
- Create username and password, and complete the RPA form
- Support.pagrants@fema.gov - Email
- <https://grantee.fema.gov/> - Website

Current applicant can access FEMA Grants Portal and fill out RPA using current username and password

Issues

- Contact Nadine Jundt, Administrative Assistant NDDDES
 - 701-328-8167
 - najundt@nd.gov

How This Process Starts: Grants.des.nd.gov (CIVIX)

Cloud base software tool to help manage your FEMA Grants

- Upload Supporting Documents
- Large Project Closeouts
- Submit Requests (Reimbursement, Closeouts, etc.)
- Review previous requests
- More effectively manage your FEMA grant
- <https://grants.des.nd.gov>

Contact Nadine Jundt, Administrative Assistant NDDES

- 701-328-8167
- najundt@nd.gov

New Model: Background

All projects and support documentation will be contained within your FEMA Grants Portal profile and the grants.des.nd.gov (CIVIX) programs

- Support documentation is stored in grants.des.nd.gov after obligation
- Reimbursements requests and payments will still be processed through grants.des.nd.gov (CIVIX)

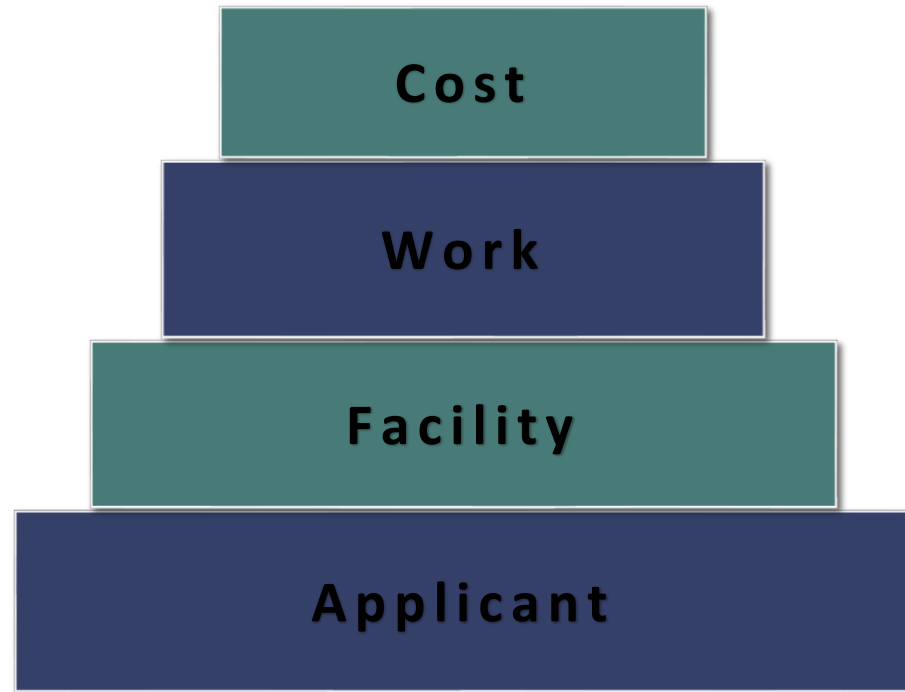
Essential Elements of Information (EEI)

- Series of questions generated, based on the type of project created

Grants Portal is changing:

- Time extensions module – Introduced last year
- Large Project Quarterly Reports – Introduced April 1st, 2022.
- Large project closeouts

PA Eligibility Requirements



Eligible Applicants

- State and Local governments/agencies
- Counties
- Cities, towns, villages, townships
- Districts and regional authorities
- Tribal Governments
- Certain Private Non-Profit Entities

Eligible Private Non-Profits (PNP)

To be an eligible PNP Applicant, the PNP must show that it has

- A ruling letter from the U.S. Internal Revenue Service that was in effect as of the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code; or
- Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law

A PNP's facility must be determined eligible based on the following:

- A facility that provides a critical service, which is defined as education, utility, emergency, or medical; or
- A facility that provides a noncritical, but essential social service AND provides those services to the general public

Critical PNPs: Primary or secondary education, emergency medical care, fire protection

Non-critical PNPs are only eligible for a U.S. Small Business Administration loan

Examples of PNP; Primary or secondary education, emergency medical care, clinics, self-care units, fire protection, rescue public broadcasting, some utilities

Eligible Facility

- In general, a facility must be determined eligible for work to be eligible; exceptions are made for emergency work
- Building, work, system or equipment
- Owned and maintained by an eligible Applicant
- Active use at the time of the disaster (Event)
- May be an improved and maintained natural feature

Eligible Facility

Eligible Facilities

- Roads
- Bridges
- Lift Stations
- Water control facilities
- Buildings
- Systems such as mechanical, electrical, plumbing or components of a facility in which they operate

Non-Eligible Facilities

- Unimproved property; hillsides, slopes, forest or natural channels
 - Exception can be made for stabilization if it threatens public safety
- Land used for agricultural purposes

Eligible Facility – Natural Feature

A natural feature is improved and maintained if it meets all of the following conditions:

- The natural feature has a designed and constructed improvement to its natural characteristics, such as a terraced slope or realigned channel
- The constructed improvement enhances the functions of the unimproved natural feature
- The applicant maintains the improvement on a regular schedule to ensure that the improvement performs as designed.

Only the section of a natural feature that meets the criteria above is eligible. For example, if only 150 linear feet of a natural channel bank is armored with rip rap and maintained, the eligible facility would be limited to that 150-linear-foot section.

Eligible Facility – Inactive or Partially Inactive Facility

To be eligible, a facility must have been in active use at the start of the incident period. Inactive facilities are ineligible, unless one of the following conditions is met:

- The facility was only temporarily inactive for repairs or remodeling (provided a contractor is not responsible for repair of disaster-related damage);
- The Applicant firmly established future active use in an approved budget; or
- The Applicant can clearly demonstrate its intent to begin use within a reasonable amount of time.

Eligible Facility – Facility Scheduled for Repair or Replacement

Facilities that are not yet under contract but are scheduled for repair or replacement using non-Federal funds are eligible provided that the claimed damage did not exist prior to the incident (FEMA may review procurement and contract documents to validate). If damage existed prior to the incident, only the repair of damage caused by the incident is eligible.

A facility scheduled for replacement within 12 months of the start of the incident period using Federal funds is ineligible. In such a case, the Applicant should coordinate with the agency funding the project to expedite replacement, if possible.

Eligible Work

Be required as a result of a disaster incident

PA grant funding for two types of work

- Temporary emergency protective measures and debris removal; and
- Permanent restoration of damaged facilities

Work must;

- Be located within the Designated Area
- Be the legal responsibility of an eligible Applicant
- Provide permanent restoration to the pre-disaster condition's
 - Design
 - Function
 - Capacity

Eligible Work

Work completed must demonstrate that damages were caused directly by the declared incident.

FEMA does not provide PA funding for repair of damage caused by

- Deterioration
- Deferred maintenance
- Failures to take measure to protect a facility from further damage
- Negligence

When necessary to validate completed work, the applicant is required to provide

- Documentation supporting pre-disaster condition of the facility
- Photos of damages are required

Eligible Work

Work must bring the site back to its pre-disaster function, capacity and design

Work beyond the pre-disaster design is not eligible unless authorized by;

- Mitigation program
- Alternate project program – Must be pre-approved by NDDES and FEMA
- Improved project program – Must be pre-approved by NDDES and FEMA

Eligible Cost

Directly tied to the Performance of Eligible Work

Adequately documented

- Invoices
- Force Account Labor and Equipment

Reduced by all Applicable Credits (Insurance, Salvage)

Necessary and Reasonable to Accomplish the Work

Properly Documented and Compliant with Federal, State, Local Regulations,
Procurement, Environmental, Permitting, Historic Preservation

Determining Eligible Cost

Use of Historical Documentation

- Previous contracts, invoices or other documentation

Average Costs in the area

- Weighted average pricing based off of historical bid tabulations
- Previous applicant projects

Published unit Costs from National costs estimating databases

- Industry cost estimating resources such as RS Means, VNi Costbooks etc.
- Local Data such as NDDOT cost price listing
- FEMA cost codes

Estimating Cost – Material Cost Sheet and Estimates

Cost Estimates: Work to be Completed (WTBC)

- Material Unit Cost – It is in your best interest to establish actual local costs
- The costs for material must be an in-place cost to include:
 - Material cost
 - Delivery
 - Placement
- Important to include estimates for culverts as well
- For larger WTBC sites (\$10,000.00-\$50,000.00+) Costs must be established as reasonable
 - Seek out local quotes from multiple contactors
 - Engineer's estimates are generally acceptable by FEMA
 - Document how quotes were requested
 - Seek out 3 quotes if possible
- **DO NOT LEAVE YOURSELF SHORT ON ESTIMATES**

Estimating Costs: Material Cost Sheet

Material Cost Sheet

Cost Listed below includes: Material Cost, Delivery and Placement.

Surface gravel	\$		/CY
Pit Run Gravel	\$		/CY
Embankment Material (Clay)	\$		/CY
Field Rock	\$		/CY
Rip Rap	\$		/CY
Filter Fabric	\$		/SF
CMP/RCP/HCEP: (Specify & Size)	\$		/LF
CMP/RCP/HCEP: (Specify & Size)	\$		/LF
CMP/RCP/HCEP: (Specify & Size)	\$		/LF
Other: (Specify)	\$		/
Other: (Specify)	\$		/
Other: (Specify)	\$		/

Must include cost at the source to determine the **In-Place Cost**. Contractor quote may be used and attached to this sheet.

This form is being used to establish material costs. *I certify that the cost indicated is supported with actual cost documentation.*

Applicant:	Township	Disaster #
Applicant Agent:	Signature:	Date:
Reviewed by Program Delivery Manager:	Signature:	Date:

Form as of: 2020-05-21

Required Documentation: Contract Work

Work Completed: Contract Invoices

- Invoices must include the following
 - Quantity of material placed
 - Identify location (Section Lines)
 - Identify site #
 - Invoice date
 - Invoice #
 - Name of Contractor
 - Equipment used to include hours
 - Date of work
- Please review your invoices for accuracy prior to submitting them to NDDES

Required Documentation – Contractor Invoices Category A

Gowan Construction, Inc.
PO Box 226
Oslo, MN 56744
(701) 699-5171



INVOICE #18298

WALSHVILLE TOWNSHIP
C/O LEE CZAPIEWSKI
5626 159 DR NE
OSLO, MN 56744

INVOICE DATE	CUSTOMER	PO NUMBER	TERMS	DUE DATE
5/31/2019	WALTWP		Net 30	6/30/2019
DATE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
5/8/19 WAL 20	1	SECTION 16/21 - 57TH ST NE HR-DT16 DUMP TRUCK 3-LD DEBRIS	115.00	115.00
5/6/19 WAL 2	1	SECTION 3/10 - 58TH ST NE HR-DT16 DUMP TRUCK 1-LD DEBRIS	115.00	115.00
5/6/19 WAL 7	2	SECTION 8/9 - 158TH ST NE HRS-DT16 DUMP TRUCK SECTION 16/21 - 57TH AVE NE	115.00	230.00
5/6/19 WAL 7	29.52	TONS-LIME ROCK SECTION 16/21 - 57TH AVE NE	17.50	516.60
5/6/19 WAL 10	1	HR-DT16 DUMP TRUCK SECTION 28/29 - 158TH ST NE	115.00	115.00
5/6/19 WAL 10	13.89	TONS-LIME ROCK SECTION 28/29 - 158TH ST NE	17.50	243.08
5/6/19 WAL 13	1	HR-DT16 DUMP TRUCK SECTION 4/9 - 58TH ST NE	115.00	115.00
5/6/19 WAL 13	15	TONS-LIME ROCK SECTION 4/9 - 58TH ST NE	17.50	262.50
5/6/19 WAL 13	5	HRS-DT12 DUMP TRUCK 4-LD DEBRIS SECTION 4/9 - 58TH ST NE	115.00	575.00
5/6/19 WAL 20	4	HRS-DT12 DUMP TRUCK 4-LD DEBRIS SECTION 3/10 - 58TH ST NE	115.00	460.00
5/6/19	2	HRS-DT12 DUMP TRUCK	115.00	230.00

We impose a surcharge of 3% on the transaction amount of all credit card payments, which is not greater than our cost of acceptance.

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Required Documentation – Contractor Invoices Category C

R Enterprises, Inc.
11104 88th St SE
Oakes, ND 58474

Invoice

Date	Invoice #
8/1/2019	1210

Bill To Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

Ship To Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project	
	Due on receipt		8/1/2019				
Quantity	Item Code	Description				Price Each	Amount
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019				14.51	638.44
0	Bear Creek	FEMA Site #18				14.51	0.00
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019				14.51	638.44
66	Bear Creek	FEMA Site #19 *Incomplete*				14.51	957.66
66	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019				14.51	957.66
216	Bear Creek	FEMA Site #20				14.51	3,134.16
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019				14.51	638.44
50	Bear Creek	FEMA Site #21				14.51	725.50
433	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019				14.51	6,282.83
25	Bear Creek	FEMA Site #22				14.51	362.75
33	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019				14.51	478.83
		FEMA Site #23					
		Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019					
		FEMA Site #24					
		Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019					
		FEMA Site #25					
		Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019					
		FEMA Site #26					
		Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019					
		FEMA Site #27					
		Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019					
		FEMA Site #28					
Total						\$26,872.52	
Phone #		E-mail					
(701) 710-0116		prfarm@drtel.net					

Required
Documentation –
Contractor Invoices
Category C

Dakota Improvement, Inc
PO Box 409
Oakes, ND 58474

Invoice

Date	Invoice #
6/1/2019	34963

Bill To
Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

		P.O. No.	Terms	Project
Quantity	Description	Rate	Amount	
12	Pit Run Gravel 5-13 FEMA SITE #20 culverts removed and replaced damaged culverts by Charlie	4.15	49.80T	
	Haul	21.00	21.00T	
1	Backhoe 5-13 dig in culvert	75.00	75.00	
1	Labor install culvert	35.00	35.00	
2	Backhoe 5-15 dig in culvert	75.00	150.00	
2	Labor install culvert	35.00	70.00	
14	Labor 5-21 culvert and approach work (4 guys)(at Ernie's)	35.00	490.00	
1	Truck haul dirt for approach	85.00	85.00	
4	Backhoe install culvert	75.00	300.00	
	Material culvert and bands	3,011.16	3,011.16	
2	Skidsteer install culvert	45.00	90.00	
	State Sales Tax	5.00%	3.54	

Required Documentation: Force Account Labor

Work Completed: Force Account (FA) Labor

- FEMA refers to the Applicant's personnel as "force account." FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits.
- Fringe benefits include:
 - Holiday leave, accrued vacation leave, sick leave, social security matching, Medicare matching, unemployment insurance, workers compensation, retirement, health insurance, life and disability insurance, administrative leave
- Required documentation for FA Labor
 - Timesheets
 - Description of work performed
 - Hours worked
 - Dates worked
 - Names of employees
 - Site identified where work took place identified
 - Rate of pay to include fringe benefits
 - Job title
 - Personnel policy to determine OT policy and beginning of work week
- Only FA Overtime is eligible for Category B work – Some exceptions apply

Required Documentation – Applicant Benefit Calculations Worksheet

APPLICANT'S BENEFITS CALCULATION WORKSHEET		
APPLICANT :		PA # :
DISASTER NUMBER :		PW # :
Hourly Rate = \$ 17.58 Overtime Rate (Hourly Rate x 1.5) = \$ 26.37		
Benefits are based on EMPLOYER'S actual costs.		
FRINGE BENEFITS (by %)	REGULAR TIME (%)	OVERTIME (%)
Social Security (FICA)	6.20	6.20
Medicare	1.45	1.45
Unemployment	0.35	0.35
Worker's Compensation	5.63	5.63
Retirement	8.47	8.47
Health Benefits		
Life Insurance Benefits		
Holidays		
Annual Leave		
Sick Leave		
Military Benefits (other)		
Total (in % of salary) =	22.10	22.10
I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.		
CERTIFIED BY : _____		
TITLE : _____ DATE : _____		
Sample Calculations		
Social Sec.(FICA) = Set % of base hourly Rate (See payroll Clerk)		
Medicare = Set % of base hourly Rate (See payroll Clerk)		
Unemployment = Set % of base hourly Rate (See payroll Clerk)		
Worker's Comp = This % Varies by employee (See payroll Clerk)		
Retirement = This % will vary by the type of employee, ie. PERS, Law Enforcement, Fire, Lineman. (See payroll Clerk) Use <u>only</u> the percentage of salary matched by the employer.		
Health Benefits = Employers usually pay a set dollar amount per month. Example: \$150.00 per month and the employee's hourly wage is \$8.50. \$150.00 X 12 months = \$1,800.00 a year/ 2080 hours = \$0.865 per hour/ \$8.50 = 10.18 %		
Life Ins. Benefits = Some Employers may pay a set amount toward Life Insurance. This % is calculated in the same manner as the Health Benefits.		
Holidays = Count up the number of Paid Holidays in a calendar year. (Year 2002 has 11) 11 holidays X 8 hours = 88 hours/ 2080 hours = 4.23%		
Annual Leave = Public Employees get annual leave based on the number of 5 year increments of employment 1 to 10 years = 15 days, 10 to 15 years = 18 days, 15 to 20 years = 21 days & over 20 years = 24 days. 15 days X 8 hours = 120 hours/ 2080 hours = 5.77 % 18 days X 8 hours = 144 hours / 2080 hours = 6.92 % 21 days X 8 hours = 168 hours/ 2080 hours = 8.08 % 24 days X 8 hours = 192 hours / 2080 hours = 9.23 %		
Sick Leave = Public Employees get 12 days a calendar. 12 sick days X 8 hours = 96 hours / 2080 hours = 4.62 %		
Military Leave = (Add this % only to the employees that it applies too) Public employees get 15 days a calendar if they are in the Reserves or National Guard for Annual Training. 15 days X 8 hours = 120 hours / 2080 hours = 5.77 %		

Required Documentation: Force Account Equipment

Work Completed: Force Account (FA) Equipment

- FEMA provides PA funding for the use of Applicant-owned equipment (force account equipment)
- Required documentation for FA Equipment
 - Dates used
 - Hours used
 - Detailed list of equipment to include horsepower, capacity and/or size
 - Site identified where work took place
 - Operator name
 - Equipment hours must match FA Labor Hours: Exceptions - Pumps, generators, trailers
- FEMA Rates vs. Local Rates
 - FEMA provides PA funding for equipment usage based on the lower of either the local rate or the FEMA rate.
 - Current FEMA Equipment Rates: [Schedule of Equipment Rates | FEMA.gov](#)

Required Documentation: Rented Equipment

Work Completed: Leased/Rented equipment

- Funding is based on the terms of the rental agreement
- Rental price must not exceed the cost of purchasing and maintaining equipment
- **Required documentation for leased/rented equipment**
 - Rental Agreement
 - Invoice
 - Details of equipment rented

Required Documentation: Materials

Work Completed: Supplies/Material

- The Cost of supplies, including materials is eligible if:
 - Purchased and justifiably needed to effectively respond to and/or recover from the incident; or
 - Taken from the Applicant's stock and used for the incident
- The Applicant needs to track items taken from stock with inventory withdrawal and usage records
- FEMA provides PA funding for these items based on invoices, if available. If invoices are not available for items used from stock, FEMA provides PA funding based on the Applicant's established method of pricing inventory. If the Applicant does not have an established method, FEMA provides PA funding based on historical data or prices from area vendors.

Disposition of Purchased Equipment and Supplies

The purchase of equipment and supplies can be eligible, however disposition requirements are applied when purchased equipment or supplies are no longer needed for federally funded equipment.

Disposition of Purchased Equipment and Supplies

Disposition of Purchased Equipment

There are instances when the Applicant does not have sufficient equipment to effectively respond to an incident. If the Applicant purchases equipment that it justifiably needs to respond effectively to the incident, FEMA provides PA Funding for both the purchase price and either the equipment rate or fuel and maintenance costs.

Disposition of Purchased Equipment and Supplies

Disposition of Purchased Equipment

When an individual item of equipment is no longer needed for federally funded programs or projects, Tribal and local governments and PNP Applicants must calculate the current fair market value of the individual item of equipment. The Applicant must provide the current fair market for items that have a current fair market value of \$5,000 or more. FEMA reduces eligible funding by this amount. If the individual item of equipment has a current fair market value less than \$5,000, FEMA does not reduce the eligible funding.

Disposition of Purchased Equipment and Supplies

Disposition of Purchased Supplies

When supplies are no longer needed for federally funded programs or projects, all Applicants, including State and Territorial government Applicants, must calculate the current fair market value of any unused residual supplies (including materials) that FEMA funded for any of its projects and determine the aggregate total.

Disposition of Purchased Equipment and Supplies

Disposition of Purchased Supplies

The Applicant must provide the current fair market value if the aggregate total of unused residual supplies is greater than \$5,000. FEMA reduces eligible funding by this amount. If the aggregate total of unused residual supplies is less than \$5,000, FEMA does not reduce the eligible funding.

Procurement

Applicants must comply with Federal procurement standards as a condition of receiving PA funding for contract costs for eligible work

Must comply with the most stringent policy between Federal, State and Local procurement procedures

Applicants are responsible for establishing “Reasonable Costs” **AT ALL TIMES**

Reasonable Costs are established by:

- Seeking multiple quotes &
- Establish local market costs &
- Establishing in-place costs

FEMA Procurement Disaster Assistance Team Field Manual can be found under the grants.des.nd.gov Public Assistance Section

See P. 77-85, Section A-D of the Public Assistance Program and Policy for additional procurement guidance

Procurement - State Standards

Public Improvement - N.D.C.C. Chapter 48-01.2

<http://www.legis.nd.gov/cencode/t48c01-2.html>

- \$200,000 threshold for bidding. \$200,000 threshold for procuring plans, drawings, specifications from an architect or engineer
 - Must advertise by publishing 3 consecutive weeks at least 21 days before the bid opening.
 - Emergency exception N.D.C.C. § 48-01.2-04
-
- **NDDES recommends that all large projects are competitively advertised and bid**

Procurement Purchasing - State Standards

EFFECTIVE JULY 1, 2018		
Purchase Price	Competition Requirement	Documentation Maintenance Requirements
LEVEL 1 Less than \$10,000	At least one fair and reasonable quote. Note: Equipment and software must be added to inventory if \$5,000 or greater. (N.D.C.C. § 54-27-21)	Alternate Procurement form not required if multiple quotes not solicited.
LEVEL 2 At least \$10,000 but less than \$50,000	Solicit informal quotes/bids or proposals from at least three vendors, or post on SPO Online with appropriate state Bidders List. May send to additional vendors.	Documentation is required. Alternate Procurement form required if competition not solicited from at least three vendors. The form is not required if fewer than three bids or proposals are received.
LEVEL 3 At least \$50,000 but less than \$100,000	Solicit informal bids or proposals using SPO Online with appropriate state Bidders List. May send to additional vendors.	Documentation is required. Alternate Procurement form required if: Competition is not solicited. SPO Online is not used.
LEVEL 4 \$100,000 and over	Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state Bidders List. May send to additional vendors.	Documentation is required. Alternate Procurement form required if: Competition is not solicited. SPO Online is not used.

Procurement - Federal Standards

Micro Purchases

- Procurement by micro-purchase is the acquisition of supplies, property, or services where the aggregate dollar amount does not exceed the micro-purchase threshold.
- The federal micro-purchase threshold is \$10,000.00

Procurement by Small Purchases

- Procurement by small purchase procedures is a relatively simple and informal procurement method for securing services, supplies, or property that **does not exceed the simplified acquisition threshold**. The simplified acquisition threshold is \$250,000 as of June 2018.
- Sealed bids are required for any service, supplies or property exceeding \$250,000.00

Mutual Aid

When an Applicant does not have sufficient resources to respond to an incident, it may request resources from another jurisdiction through a “mutual aid” agreement. FEMA refers to the entity requesting resources as the Requesting Entity. FEMA refers to the entity providing the requested resource as the Providing Entity.

The Requesting Entity or State, if applicable, must provide a description of the services requested and received, along with documentation of associated costs (e.g., labor, equipment, supplies, or materials) to FEMA in support of a request for PA funding.

Mutual Aid

Post-Incident Agreements

When the Requesting and Providing Entities do not have a written agreement, OR where such an agreement exists but is silent on reimbursement, the entities may verbally agree on the resources to be provided and on the terms, conditions, and costs of such assistance.

The agreement should be consistent with past practices for mutual aid between the entities. For example, if the Requesting Entity does not normally reimburse a Providing Entity for its costs, it should not agree to do so specifically for the declared incident.

Prior to funding, the Requesting Entity must document the verbal agreement in writing, have it executed by an official of each entity with the authority to request and provide assistance, and submit it to FEMA (preferably within 30 days of the Applicant's Briefing).

State of North Dakota Recommended Mutual Aid Agreement

Developed by the ND Department of Emergency Services:

<https://www.nd.gov/des/uploads/resources/749/mutualaidagreement-complete.pdf>

Duplication of Benefits

FEMA is legally prohibited from duplicating benefits from other sources. If the Applicant receives funding from another source for the same work that FEMA funded, FEMA reduces the eligible cost or de-obligates funding to prevent a duplication of benefits.

If the Applicant receives funds from another Federal agency for the same purpose as PA funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency.

Local share cannot be funded from a Federal source.

Insurance Requirements

Applicant must submit copies of all insurance documents to include:

- Insurance policy with all data
- Declarations
- Endorsements
- Exclusions
- Schedules and other attachments or statements of loss
- Any other documentation describing the covered items and insurance proceeds available for those items

Insurance review is especially important in Categories D, E, F & G

Upload insurance documents into FEMA Grants Portal at the “Event” level

Ineligible Costs

The Stafford Act authorizes FEMA to provide PA funding for specific work performed as a result of the incident. It does not authorize FEMA to provide PA funding for all losses or costs resulting from the incident. The following costs are ineligible because the Stafford Act does not authorize FEMA to provide PA funding for these items.

- Loss of revenue
- Loss of useful service of Life
- Tax assessments
- Increased operating costs

Categories of Work

Emergency Work (Temporary)

- Category A – Debris Removal
- Category B – Emergency Protective Measures

Permanent Work (Permanent)

- Category C – Roads/Bridges
- Category D – Water Control Facilities
- Category E – Buildings/Equipment
- Category F – Utilities
- Category G – Parks, recreational and other facilities
- Category Z – Management costs

Essential Elements of Information (EElIs)

Series of questions generated, based on the type of project created

Questions must be answered in order to push project forward

Questions are:

- Category Specific
- Work Specific
- Cost Specific

Category A – Emergency Work (Temporary) Debris Removal

Eliminates immediate threats to lives, public health and safety

Eliminates immediate threats of significant damage to improved public or private property

Ensures economic recovery of the affect community to the benefit of the community at large

Debris includes but not limited to

- Vegetative
- Construction and demolition debris
- Sand, mud, silt, gravel, rock

Applicant must provide location and GPS of debris removal to include culverts and construction material

Category A – Emergency Work (Temporary) Debris Removal

Debris removal not eligible for:

- Federally maintained navigable channels and waterways
- Flood control works under the authority of the Natural Resources Conservation Service (NRCS)
- Agricultural land
- Natural, unimproved land, such as heavily wooded areas and unused areas

Debris on Public Property: Removal of debris from improved public property and public rights-of-way (ROWs), including Federal-aid roads, is eligible.

Debris on Private Property: If SLTT governments authorize residents to place incident- related debris on public ROWs, FEMA provides PA funding to remove the debris from the ROWs for a limited time frame.

Debris on Federal Aid Roads: Eligible for removal only if Federal Highway Administration (FHA) doesn't declare the damages.

Category A – Emergency Work (Temporary) Debris Removal

FEMA must ensure that the Applicant's debris removal operations avoid impacts to such resources as floodplains, wetlands, federally listed threatened and endangered species and their critical habitats, and historic properties

The Applicant must stage debris at a safe distance from property boundaries, surface water, floodplains, wetlands, structures, wells, and septic tanks with leach fields.

Categories of work – Emergency Work Category A – Debris Removal

IMPORTANT - Essential Elements of Information Questions for Category A

- Contract Work?
 - How was Contractor Procured
 - How was debris activity monitored?
 - Type of debris removed?
 - Total CY of material removed?
 - How was the quantity of debris determined?
 - How was the debris disposed?
 - Location of debris disposal to include GPS
 - Was debris reduced by burning or chipping?
 - Photographs of debris impact
 - Burning
 - What was done with the ashes?
 - Was a permit obtained? Include permit if available
 - If permit was not obtained provide explanation as to why permit was not obtained
-
- TIP – Cannot permanently dispose of debris in a floodplain

Category B - Emergency Work– (Temporary) Emergency Protective Measures

Emergency Protective Measures must:

- Eliminate or lessen immediate threats to lives, public health, or safety; OR
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner

List of Eligible Protective Measures:

- Transporting and pre-positioning equipment and other resources for response
- Flood fighting
- Emergency Operation Center (EOC)-related costs
- Emergency access
- Supplies and commodities
- Medical care and transport
- Evacuation and sheltering, including that provided by another State or Tribal government
- Childcare
- Safety inspections
- Animal carcass removal (if not part of applicant's debris disposal operation)

Category B - Emergency Work— (Temporary) Emergency Protective Measures

List of Eligible Protective Measures:

- Demolition of structures (although typically done as Permanent Work projects)
- Search and rescue to locate survivors, household pets, and service animals requiring assistance
- Fire fighting
- Security, such as barricades, fencing, or law enforcement
- Use or lease of temporary generators for facilities that provide essential community services
- Dissemination of information to the public to provide warnings and guidance about health and safety hazards using various strategies, such as flyers, public service announcements, or newspaper campaigns
- Searching to locate and recover human remains
- Storage and interment of unidentified human remains
- Mass mortuary services

Category B - Emergency Work— (Temporary) Emergency Protective Measures

Damage Caused During Performance of Emergency Work

The Applicant may damage improved property, supplies, or equipment during the performance of eligible emergency response activities or debris removal operations.

The repair of damage to public property, supplies, or equipment is eligible as part of the respective Emergency Work (Category A or B) Project if the damage was:

- Due to severe conditions resulting from the incident
- Unavoidable; and
- Not due to improper or excessive use

Categories of work – Emergency Work Category B – Emergency Protective Measures

IMPORTANT - Essential Elements of Information Questions for Category B

- What work was accomplished?
 - What were the supplies, equipment and personnel doing?
 - Sandbagging
 - How was the sand and bags disposed or stored after the event
 - GPS locations for disposal or storage after the event
 - Pumping
 - Where was water pumped?
 - Barricades
 - Describe work performed to reduce threat
 - Flood fighting
 - Describe work performed to reduce threat
 - Emergency access
 - Describe work performed to reduce threat
 - Describe how the incident damaged and/or impaired all access routes to essential community services or to a community with survivors
-
- TIP – You will need to describe all costs in your “DDD”

Category B – Donated Resources

Donated resources such as equipment, supplies, materials or labor can assist with response activities

FEMA does not provide PA funding for donated resources; however, the Applicant may use the value of donated resources to offset the non-Federal share of its eligible Emergency Work projects

The applicant may apply the offset if all the following conditions are met

- The donates resources is from a third party (a private entity or individual that is not a paid employee of the Applicant or Federal, State, Territorial, or Tribal government);
- The applicant uses resources in the performance of eligible Emergency Work
- The applicant or volunteer organization tracks the resources and work performed, including description, specific locations and hours
 - Child Labor Laws may apply – 14 years or older

Funding for Donated Resources are paid to applicants at the closure of an event

Category B – Donated Resources

Donated Resources are eligible for the following:

- Volunteer Labor
- Donated Equipment
- Donated Materials
- Donated Buildings or Land – Transfer of Ownership

Current Volunteer Rate - \$27.00/hour

- Rate is subject to change

Categories of work – Emergency Work Category B – Donated Resources

IMPORTANT - Essential Elements of Information Questions for Category B – Donated Resources

- Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident?
- Donated labor, equipment, supplies/materials, or other?
 - Provide details of each individual who provided donated labor
 - Provide details of equipment and supplies/materials donated
- TIP – Donated Labor – Applicant has been directed to track all donated volunteer time using a sign in/out sheet
 - Include full name, age, address, hours worked
 - Labor rate - \$27.00

Category C-Roads and Bridges – (Permanent Work)

Eligible components of roads and bridges

- Surfaces, bases, shoulders, ditches, drainage (culverts), low water crossing
- Decking, guardrails, girders, pavement, abutments, piers, wing walls

Furnish site dimensions (Length x Width x Depth) for damage areas/volumes

- Surface gravel washed over area 150' x 18' x 2"

Categories of work – Permanent Work

Category C – Roads, Culverts and Bridges

Road Repair: Loss of gravel must be evident. Potholes and minor rutted surfaces are not eligible.

Maintenance: Routine maintenance is not eligible. Potholes and surface ruts normally are maintenance items. Rusted culverts is a routine maintenance item.

Paving: Loss of paving surface is eligible. Alligator cracked surface is a sign of normal deterioration and is not eligible.

Federal Aid Roads: Federal aid roads are not eligible for FEMA permanent repair assistance whether FWHA funds are available for repair or not. Emergency work may be eligible on a case by case basis. (e.g. Debris removal where a structure is threatened or road closure if the structure is unsafe for travel).

Culvert Damage: Replace in kind unless enlargement is cost effective and a hydraulic study supports the proposed size.

Maintenance Records – Category C

FEMA requires maintenance records to demonstrate that the facility was regularly maintained and in good operational order prior to the incident

Applicant must provide maintenance records or documentation establishing a routine maintenance program

Applicant can provide a written statement as to how roads are maintained

- Statement may need to be Township specific
- Roads – Statement from applicant on how roads are maintained
 - Example: Township – Black Township does not have a written maintenance policy for roads. A process is in place for any repairs or maintenance issues. Contractors are hired to make any repairs to damaged road. All roads are bladed 2-3 times a year.
 - Example: County – White County does not have a written maintenance policy for roads. County makes repairs to damaged roads as needed. Roads and culverts are inspected and maintained by County employees throughout each season.
- Bridges – Bridge reports
 - All bridges over 20' in length are required to have periodical bridge inspections and reports

Procurement Policy – Category C

Contract Work – Applicants are required to provide an explanation as to how contracts were procured

- Examples:
 - Local hires were used.
 - Used local contractors available to complete work.
 - Estimates were requested from contractors. Bids attached.
 - White County advertised using sealed bids. Bids were reviewed and lowest bidder was awarded contract.
 - Blue County does not have a procurement policy, however they follow the ND Century Code Procurement Policy.
- If available procurement policies need to be submitted into Grants Portal at the “Event Level”

Required Documentation: Maps

Plat Map:

- All sites will require a map.
- Your plat map should show all your damaged sites and each damaged site will be numbered
- Site Inspectors and PDMGs will not change your site names
- Easiest when maps and site names on site tracker match

Moving Forward: Required Documentation - Maps

GERMAN DIRECTORY
CODE: AG

T-136-N R-70-W

64TH AVE SE 6 64TH ST SE	64TH AVE SE 5 64TH ST SE	64TH AVE SE 4 PETERSON * SPITZER	64TH AVE SE 3 RAMONA KROCHENWANN	64TH AVE SE 2	64TH AVE SE 1
65TH ST SE 7	65TH ST SE 8 STEVEN * KROCHENWANN	65TH ST SE 9	65TH ST SE 10 CLUTIER KASER *	65TH ST SE 11	65TH ST SE 12 J. DONI WENTZ *
66TH ST SE 18 66TH ST SE * * JIMM MILLER WAYNE MILLER	66TH ST SE 17 * * JIMM MILLER WAYNE MILLER	66TH ST SE 16	66TH ST SE 15	66TH ST SE 14 * * JIMM MILLER WAYNE MILLER	66TH ST SE 13 DANIEL DAHL *
67TH ST SE 19	67TH ST SE 20	67TH ST SE 21	67TH ST SE 22	67TH ST SE 23	67TH ST SE 24
68TH ST SE 30 JEFFREY * DEWALD	68TH ST SE 29	68TH ST SE 28 * GALEN OPP	68TH ST SE 27	68TH ST SE 26 * HENRY BEDGER	68TH ST SE 25
69TH ST SE 31	69TH ST SE 32	69TH ST SE 33	69TH ST SE 34	69TH ST SE 35	69TH ST SE 36

Handwritten annotations on the map include:
 - Yellow highlight: "LnGer01" (between 64th and 65th St SE, column 5)
 - Yellow highlight: "LnGer02" (between 65th and 66th St SE, column 4)
 - Yellow highlight: "LnGer03" (between 66th and 67th St SE, column 1)
 - Yellow highlight: "LnGer04" (between 67th and 68th St SE, column 1)
 - Symbols: † (between 64th and 65th St SE, column 1; between 68th and 69th St SE, column 2; between 69th and 70th St SE, column 3), * (between 65th and 66th St SE, column 4; between 66th and 67th St SE, column 5; between 67th and 68th St SE, column 6; between 68th and 69th St SE, column 4; between 69th and 70th St SE, column 5)

AZ	AH	AD	AG	AE	AW	AI
AB	AC	AE	AI	AG	AL	AM
BB	BA	AX	AN	AM	AW	AG
AY	AL	AP	AA	AR	AT	AV

Inundated Road

Roads that are completely submerged and are designated in a closed basin



Category C - Roads and Bridges – Inundated Roads – FEMA Current Guidance

Inundated roads may be eligible for an emergency grade raise/alternate route or a permanent grade raise/alternate route if certain criteria are met

- The roadway is fully inundated and provides sole access to a primary residence and there is no alternate route to accommodate emergency vehicles or The submerge section of road causes an unreasonably long detour that creates a threat to human life and safety
- The submerged section of road is in a designated basin area;
- The basin flooding is directly attributed to the declared major disaster event and does not represent the culmination of multiple meteorological events that have caused excessive run-off into the basin over an extended period of time; and
- The basin flooding results in long-term loss of use of critical routes.
- Information to support the basin flooding was directly attributed to the declared major disaster event and the long-term loss of use of critical routes.
- Information showing that the water elevation in the basin has reached historically high levels; that the rise in the water level occurred during the designated incident period; historic water level elevation and rainfall intensity records; and/or maintenance reports or other information that provides some historical perspective on events and water levels within the basin.
- For long-term loss of use of critical routes: Information demonstrating the length of time the roadway has been closed to traffic and is projected to remain closed to traffic based on the basin water level elevations that occurred as a direct result of the declared major disaster event.

Category C - Roads and Bridges – Inundated Roads

The applicant can conduct an emergency grade raise without consulting NDDES if the inundated road meets all criteria on the previous page

- Please contact NDDES immediately if they have a potential emergency grade raise
- It is in your best interest to contact the US Army Corp. Engineers, State Historical Preservation Office, Floodplain Manager and the ND Department of Health before emergency construction begins
- Applicants should also seek out estimates for emergency grade raises if time allows

Applicants must consult NDDES/FEMA and get prior approval for any permanent grade raise

Category C - Roads and Bridges – Inundated Roads

Permanent Grade Raises will require the following support documentation and engineering analysis

- An engineer or hydrologist certification that the water impacting the inundated roadway will not be going down for a significant period of time
- A scope of work for the grade raise with the road height justified by an engineer
- An engineer or hydrologist's determination of how large the equalization pipe in this road should be, how many pipes might be needed, and where in the road should they be placed.
- An engineer's verification that the road needs to be armored to ensure it maintains its form and function

Categories of Work – Permanent Work Category C – Roads, Culverts and Bridges

- **IMPORTANT – Tips and Essential Elements of Information Questions for Category C – Roads, Culverts and Bridges**
- Photos
 - Extremely important when completing your work prior to site inspection
 - Label your photos
 - Make sure your photos capture entire site and specific damages
- Replacing a culvert?
 - Need disposal location to include GPS
 - Need photos of damaged culverts
 - High opportunity for Hazard Mitigation i.e. rip rap, end sections, filter fabric
- Up sizing or downsizing culverts/flow?
 - Hydrology study (H&H) is required when upsizing, downsizing or adding additional culverts
 - Must be performed by licensed engineer
 - Must be signed and stamped by licensed engineer
 - H&H Studies may be eligible for reimbursement
- Work on Bridges?
 - Obtain bridge report
 - Engineers report of damages and estimate can be influential when writing your projects

Categories of Work – Permanent Work Category C – Roads, Culverts and Bridges

IMPORTANT – Tips and Essential Elements of Information Questions for Category C – Roads, Culverts and Bridges

- Contract Work?
 - Which Types of contracts were used?
 - How was the contract procured?
- Roads/Culvert?
 - Describe the condition and use of the facility prior to the declared event?
 - Describe how the facility was maintained
 - Disposal location of culvert
- Emergency Road work is only considered an emergency when the work completed is “Temporary Work”
 - If Emergency road work is not removed, then it is considered permanent work under Category C

Category D – Permanent Work -Water Control Facilities

Water control facilities are those facilities built for the following purposes

- Channel alignment, recreation, navigation, land reclamation, irrigation, maintenance of fish and wildlife habitat, interior drainage, erosion prevention, flood control and storm water management

These include

- Dams and reservoirs, permanent levees and floodwalls, canals, aqueducts, sediment and debris basins, irrigation facilities, pumping facilities

Seeding and Sodding: Normally not eligible. May be eligible in highly erodible areas that have been disturbed. FEMA Region VIII guidance is for slope 2:1 or greater.

Categories of work – Permanent Work Category D – Water Control Facilities

IMPORTANT - Essential Elements of Information Questions for Category D – Water Control Facilities

- Provide the year the facility was built
- Provide the location of the facility
- Describe the condition and use of the facility prior to the declared event
- Describe how the facility was maintained prior to the declared event
- Describe the specific damage the declared event caused to the facility
- Describe the work performed to restore the damaged facility, to include specific dimensions and materials

Categories of work – Permanent Work Category D – Water Control Facilities

IMPORTANT - Essential Elements of Information Questions for Category D – Water Control Facilities

- Make sure you identify unseen structures of your entire facility to the site inspector
 - Footings, gates, filter fabric etc.
- Contract Work?
 - Which Types of contracts were used?
 - How was the contract procured?

Categories of work – Permanent Work

Category E – Public Buildings and Equipment

Buildings include:

- All structural and non-structural components, including mechanical, electrical, and plumbing systems
- Contents and equipment within the building
- Furnishings

Equipment include:

- Vehicles
- Construction equipment

Building Restoration: Buildings are to be restored on the basis of pre-disaster design, capacity and function, in accordance with current applicable codes and standards.

Building Replacement: If the estimated repair damages are 50% or greater than the replacement cost, the facility may be eligible for replacement.

Building Relocation: If the building is totally destroyed by a flood, then relocation from the floodplain must be considered.

Use and Occupancy: Buildings must be in use prior to disaster. If only part of the building was occupied at the time of the disaster, then replacement may be made at the reduced size.

Categories of work – Permanent Work

Category E – Public Buildings and Equipment

Irreplaceable Collections: Include artifacts, specimens, artwork, archives, public records or other items considered irreplaceable. Stabilization and bringing pre-disaster condition/function is eligible, but destroyed items are not eligible. Exhibition furnishings and displays are eligible for replacement if destroyed.

Cleaning: Mold remediation and removal of mud, silt, or other accumulated debris is eligible as Permanent Work when conducted in conjunction with restoration of the facility.

Categories of work – Permanent Work Category E – Building and Equipment

IMPORTANT - Essential Elements of Information Questions for Category E – Building and Equipment

- Does the facility have insurance?
- Prior to the disaster, was the facility under construction or scheduled for repair/replacement?
- Be aware of your codes and standards for repairs
 - Codes and standards MAY be an eligible cost

Categories of Work – Permanent Work

Category F – Utilities

Utilities include:

- Water storage facilities, treatment plants, and delivery systems
- Power generation, transmission, and distribution facilities, including, but not limited to, wind turbines, generators, substations, and power lines
- Natural gas transmission and distribution facilities
- Sewage collection systems and treatment plants
- Communication systems

Categories of work – Permanent Work Category F – Utilities

IMPORTANT - Essential Elements of Information Questions for Category F – Utilities

- Be aware of your codes and standards for repairs
 - Codes and standards MAY be an eligible cost
- Prior to the disaster, was the facility under construction or scheduled for repair/replacement?
- Does the facility have insurance?
- Utility pole and line disposal location are required to include GPS location
- Utility pole size and type required

Category G – Parks, Recreational, Other

Eligible publicly owned facilities in this category include

- Parks
- Playground equipment
- Boat docks
- Shelters
- Park equipment

Be aware that multiple categories of work can be placed in Category G

- Roads
- Debris
- Utilities

Categories of Work – Permanent Work

Category G – Parks, Recreational Facilities and Other

Publicly Owned Facilities:

- Mass transit facilities such as railways
- Beaches
- Swimming pools
- Tennis courts
- Parking lots
- Piers
- Picnic tables and shelters
- RV hookups
- Golf courses
- Ball fields
- Fish hatcheries
- Ports and harbors
- Other facilities that do not fit in Categories C-F

Categories of Work – Permanent Work Category G – Parks, Recreational Facilities and Other

Natural Features: Unimproved natural features are not eligible.

Plantings (trees, shrubs and other vegetation): Only eligible when part of restoration of an eligible facility for the purpose of erosion control.

Ground Stabilization: Permanent repair to stabilize natural ground that is not integral to an eligible facility's function is not eligible.

Revenues: Loss of revenue is not eligible. Added cost of charges for providing regular utility services are not eligible.

Categories of work – Permanent Work Category G – Parks, Recreational Facilities and Other

IMPORTANT - Essential Elements of Information Questions and tips for Category G – Parks, Recreational Facilities and Other

- Contract Work?
 - Which Types of contracts were used?
 - How was the contract procured?
- Parks Recreation?
 - Describe the condition and use of the facility prior to the declared event?
 - Describe how the facility was maintained
- Many parks are located in Floodplains
 - Permanent storage/disposal of debris in a floodplain is not eligible

Category Z – Project Management Costs

FEMA provides contributions for management costs based on actual costs incurred up to 5% of the subrecipient's total project award amount

FEMA writes category Z Project Worksheet

Activities eligible for management costs

- PDA, Meetings regarding the PA Program, Site Inspections, Travel Expenses & Preparing small and large projects

The subrecipient may claim management costs incurred up to whichever of the following occurs first

- 180 days after the subrecipient completes its last non-management costs PA project or
- 180 days after the latest performance period of the subrecipient's non-management costs PA project or
- Two years from the date of an Emergency Declarations or
- Eight years from the date of the Major Disaster Declaration

Category Z – Project Management Costs

Once all projects for an applicant are obligated your PDMG will write the category Z project management costs PW

Applicant will have to choose estimated cost or actual cost for their category Z

Actual – Good for small applicants with 100% work completed projects

- Costs are based on applicant's actual final costs
- Costs cannot exceed 5% of total obligated projects
- Costs must be based from support documentation consistent with force account labor, equipment and material

Estimated – Good for large applicants with standard and 100% work completed projects

- Costs are based on 5% of total obligated projects

You must request in writing if you choose not to claim a project management cost project

Category Z – Project Management Costs - Estimated

Applicant must create a reimbursement request for estimated project management costs from the grants.des.nd.gov website

Reimbursement requests must include supporting documentation

Support Documentation Requirements

- An explanation of work performed with a representative of daily logs/activity reports
 - Activities must be related to eligible projects
 - Documentation to support incurred costs for project management
 - Rate of pay to include benefits
 - Hours worked
- Documentation to substantiate the necessity of any claimed office supplies, equipment, or space

Category Z – Direct Project Management Costs

Applicants should keep track of their costs to justify their need for management costs assistance

Provide cost estimates

- Time sheets
- Applicant benefit calculations
- Rate of pay
- Receipts
- List of activities

Codes and Standards

FEMA provides PA funding to restore facilities based on pre-disaster design and function in conformity with current applicable codes, specifications, and standards. The Applicant needs to provide documentation to support the eligibility of code or standard upgrades, including, but not limited to, the requirement to apply the codes or standards and to support they were formally adopted, implemented, and uniformly applied. (PAPPG pg. 145)

Eligible Criteria

- Applies to the type of restoration required;
- Is appropriate to the pre-disaster use of the facility;
- Is reasonable, in writing, formally adopted by the SLTT government, and implemented by the Applicant on or before the declaration date, OR is a legal Federal requirement;
- Applies uniformly; and
- Was enforced during the time it was in effect.

Engineering and Design Projects

An applicant may not have the funding to identify damages or develop a complicated DDD and SOW as long as it can be determined that the facility was damaged by the event.

- Small schools with limited budgets
- Small cities
- Historical societies

Applicant can request an Engineering and Design project that is only written to fund the development of the DDD and SOW

Project is typically based off an engineer's estimate

Project will be written in the same category as the damages are classified

Once funding is made available to the applicant and damage is identified, the applicant can request a version to be made to their project

Previously Damaged Sites

DR-4444

DR-4475

DR-4553

DR-4565

DR-4613

Please identify these sites to your PDMG

Your PDMG will have to determine what was awarded in the previous event and deduct the CY from your current estimate if the work has not been completed

Types of Contracts to Avoid

- **Time and Materials** – T&M contracts can be used for a reasonable amount of time when (1) not other contract type is suitable; and (2) the contract includes a ceiling the contractor exceeds at its own risk. Non-federal entities must also maintain a high degree of oversight.
- **Cost-Plus-Percentage-of-Cost Contracts** – These are contracts where the contractor's profit is based on a percentage of the underlying project costs actually incurred. Prohibited by Federal Procurement and ineligible for FEMA Grant Funding.
- **Piggybacking** - Adopting a pre-existing contract solicited and awarded by another entity is referred to "piggybacking".
- **Geographic Preferences** – Non-state applicants must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids.
- **Awarding to Contractors that Drafted Solicitation Documents** – Non-state applicants must prohibit contractors that develop or draft specifications, requirements, statements of work, invitations for bid or requests for proposal from competing for and being awarded the subsequent contract for work.
- **Suspended or Debarred Contractors** – applicants may not award a contract to a suspended or debarred contractor, nor may any prime contractor award to a suspended or debarred contractor. Check the database @ www.sam.gov prior to awarding the contract.
- **Note:** Definition of a non-state applicant is considered any local governments, tribal governments, institutions of higher education, hospitals and other non-profit organizations.

PA Alternative Procedures Pilot Program – Permanent Work

Allows applicants to claim all subaward costs, including Hazard Mitigation, on an alternative project.

Allows applicant to use excess funds

Only applies to large projects

Must develop fixed estimate subaward within 12 months of the declaration date

PA Alternative Procedures Pilot Program – Permanent Work

Example:

A county road crosses a waterway and its adjacent floodplain, using five culverts. During the disaster, floodwaters overtop the road and damage the road crossings by washing out the culverts. FEMA prepares and approves a subaward, including hazard mitigation measures to increase the size of the culverts. Subsequently, the subrecipient requests that the aggregate funding for the five culverts be used to replace the current configuration with one bridge.

Subrecipient Certification for Small Project with Category B-G Completed Work

Process that allows for less duplication of efforts and documentation

Allows projects to be obligated an estimated 38 days faster

Applicants will still need to provide all documentation for Work Completed

Details of this program will be discussed in further detail at your RSM

Applicants and NDDES will certify all costs being claimed

Process highly supported and recommended by NDDES

Environmental Historical Preservation

Environmental and Historic Preservation Requirements

Several statutes, EOs, and regulations establish requirements to protect the environment and preserve the Nation's historic and archaeological resources. FEMA reviews each PA project to ensure the work complies with applicable Federal EHP laws and implementing regulations, and applicable EOs. The Applicant is responsible for complying with applicable Federal, State, Territorial, or Tribal EHP laws even if FEMA is not providing PA funding for all of the work.

Environmental Law/Executive Order

Clean Air Act (CAA)

Coastal Barrier Resources Act

Clean Water Act (CWA)

Coastal Zone Management Act

Executive Order 11988 – Floodplains

Executive Order 11990 – Wetlands

Executive Order 12898 - Environmental Justice for Low Income and Minority Populations

Endangered Species Act (ESA)

Farmland Protection Policy Act

Environmental Law/Executive Order

Fish and Wildlife Coordination Act

Migratory Bird Treaty Act

Magnuson-Stevens Fishery Conservation and Management Act

National Historic Preservation Act

State Hazardous Materials and Solid Waste Laws

Wild and Scenic Rivers Act

Environmental Historical Preservation: Floodplain Guidance

Executive Order 11988-Floodplains

ALL WORK in a floodplain is required to have a FDP (Floodplain Development Permit). EVEN return to pre-disaster pursuant to your local ordinances.

Applicants need to contact their local FP Administrator prior to the start of construction.

Project sites located within floodplains without FDP or approval from local floodplain managers can risk compliance approval.

Environmental Historical Preservation: Clean Water Act

Clean Water Act

When working near, around or in waters of the U.S.:

The Applicant is responsible for obtaining all required federal, state and local permits. The applicant is responsible for verifying and compliance with all permit requirements, including permit conditions, pre-construction notification requirements and regional conditions as provided by the US Army Corps of Engineers (USACE).

Environmental Historical Preservation: State Hazardous Materials and Solid Waste

State Hazardous Materials and Solid Waste Laws

If any Asbestos Containing Material, lead-based paint and/or other hazardous materials are found during remediation or repair activities, the Applicant must comply with all Federal, State and local abatement and disposal requirements. **Applicant is responsible for ensuring contracted removal of hazardous debris also follows these guidelines.**

We will need the location of all material that was removed from site

- Vegetative Debris
- Culverts
- Bridge Structures

Removed materials must be removed and stored/recycled outside of a floodplain

Environmental Historical Preservation: National Historic Preservation Act

National Historic Preservation Act (NHPA)

Borrow materials for work to be completed must be obtained from one of the following sources: pre-existing stockpile, NDDOT licensed pit, SHPO certified pit.

Updated Material Source [State Historical Preservation Office (SHPO) Material source , NDDOT Material Source]

- SHPO – Needs to be updated annually
- NDDOT – Does not need to be updated
- Identify invoices in relation to the Material Source
- Identify GPS location of SHPO or NDDOT material source

NDDOT Material Source

NDDOT Material Source Certificate of Approval

LM-1002



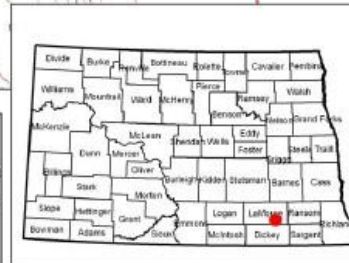
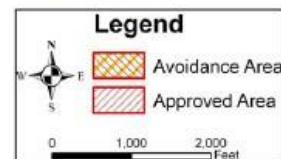
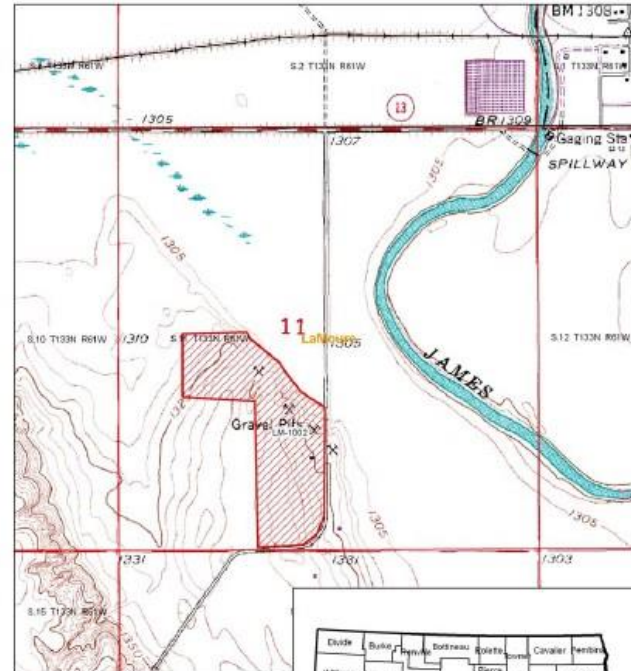
Pit Name:

SW S. 11 T. 133 N, R 61 W

County: LaMoure

Conditions:

46.34535 -98.31711



This location is approved for use, provided all avoidance areas shown on the map are avoided, and any Conditions listed above are complied with. NDDOT advises that all applicants (contractors or their representatives) may be subject to meeting certain legal responsibilities pursuant to one or more of the following authorities administered by the USFWS: Migratory Bird Treaty Act (MBTA) (16 U.S.C. 703 et seq.); Endangered Species Act (ESA) (16 U.S.C. 1531 et seq.); and Bald and Golden Eagle Protection Act (BGEPA) (16 U.S.C. 668-668d, 54 Stat. 250). It is unclear at this time what effects, if any, material source activities may have on plants, fish, and/or wildlife species protected by the above-mentioned Acts. It is the responsibility of the applicants and/or any individual conducting activities at any approved site to fulfill the requirements of these Acts.

This approval does not imply landowner permission to acquire material at this location. An agreement with the landowner is still necessary. The contractor will be responsible for any impacts to wetlands, including permitting those impacts and mitigating the loss of the wetlands. As with all projects, if cultural artifacts and/or features (e.g., stone tools, fire hearths, stone circles, burials) are encountered, provisions outlined in Section 107.04 of the Standard Specifications for Road and Bridge Construction shall be followed.

If you have any questions regarding material sources please email materialsourc@nd.gov

Emergency Material Borrow Compliance Form (SHPO)

Emergency Material Borrow Location Compliance Form
(return to SHPO)

Whenever possible we strongly encourage the use of previously approved existing borrow locations.

Name Christy Dick mail: _____
e-Entity: _____ Office phone _____
Address: _____ Cell phone _____
City _____ State _____ Zip _____ FAX _____

Date: 9/29/19 NDSHPO Ref.: 19-6177 FEDERAL AGENCY (IF APPLICABLE): FEMA

SHPO APPROVAL DENOTES COMPLIANCE ONLY WITH CULTURAL RESOURCE REQUIREMENTS. APPLICANT MUST ALSO COMPLY WITH ALL OTHER ENVIRONMENTAL LAWS, e.g., CLEAN WATER, ESA, WETLANDS, F&W EASEMENT REQUIREMENTS.

Borrow Source 1.

Legal Location: County Barnes
T 136 N; R 58 W; Sec. 12
Quarter Section: QQQ QQ SW Q
Latitude/Longitude _____
Existing pit? Y / N
Previously Surveyed Borrow Location? Y / N
Previous Emergency Borrow Location? Y / N
Previous NDSHPO Ref.: 11-1606 N 46.60195° W -97.92159

Borrow Source 2.

Legal Location: County Ransom T
134 N; R 58 W; Sec. 2
Quarter Section: QQQ QQ SW Q
Latitude/Longitude _____
Existing pit? Y / N
Previously Surveyed Borrow Location? Y / N
Previous Emergency Borrow Location? Y / N
Previous NDSHPO Ref.: 11-1606 N 46.44217° W -97.95089

SHPO Compliance Determination of Effect:
If consulted by a federal agency, we concur with a "No Historic Properties Affected" determination provided the project is of the nature stated and it takes place in the location stated and depicted in the project documentation

Cultural Resources Survey Needed _____ Avoidance-DO NOT USE _____
for North Dakota State Historic Preservation Officer 9/29/19
Date

Disclaimer: This approval is for current year emergency projects in North Dakota only. It does not constitute approval for ND Department of Transportation/Federal Highway Administration (NDDOT/FHWA) projects. Any pits used for emergency projects that also are to be used for NDDOT/FHWA projects must be approved by the NDDOT Environmental & Transportation Services Division and must have a NDDOT Certificate of Approval for use on the NDDOT/FHWA project. This review is for cultural resources only and does not constitute review or approval for reimbursement by any state or federal agency.

9/29/19
19-6177

Section 3 – Virtual Site Inspection

FEMA-4613-DR-ND: Virtual Site Inspection

All sites will be inspected virtually through photographs and support documentation

NDDES can inspect sites for the following reasons:

- Questionable sites
- Large Sites
- Discrepancies with DDDs
- Potential grade raise sites

All remaining sites will be validated though photos and the applicant's DDD

Site Inspection Video

- Link to video: <https://youtu.be/zemsaftmwlg>

Components of a Road

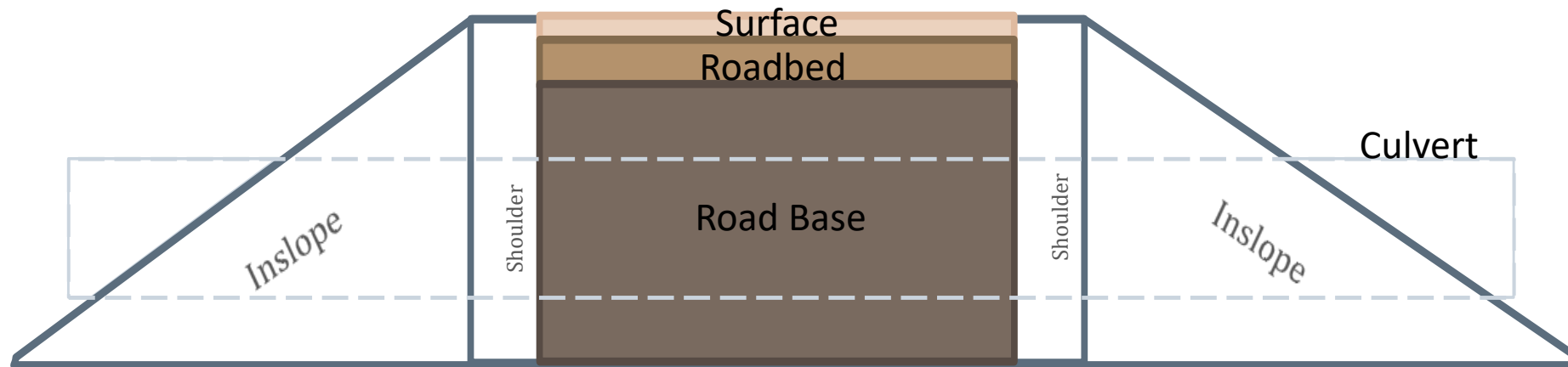
Surface – Gravel, Scoria

Roadbed – Pit Run, Clay

Road Base – Embankment

Shoulder – Embankment

Inslope - Embankment



Components of a Gravel Road

Surface: Surface Gravel (CL5) crushed/screened, fines, etc. The upper most road layer

Roadbed: Gravel (CL13), pit run, scoria, shale, etc. Base for surface

Road base: Embankment, clay, Large rocks 6"+, etc. The bottom-most layer

Shoulder: Embankment, clay, etc. Non-sloped portion adjacent to gravel road (1'-2'width)

Inslope: Embankment, clay, etc. Sloped portion of road where shoulder ends

Culvert: Corrugated Metal Pipe (CMP), Reinforced Concrete Pipe (RCP), Polyethylene Pipe (PEP), box/precast culvert, etc. Shape may be circular, arched, box or bridge

Typical Graveled Road

Include a photo of your undamaged roads to help define damaged and undamaged roads.



Bladed Road After Gravel Wash

LOOK FOR DISCOLORATION IN ROAD SURFACE



ROAD SURFACE MAY HAVE A FINE
CONSISTENCY



Culvert Wash – Capturing all Damage in Your Photos

PHOTO CAPTURES COMPLETE DAMAGE OF SITE



PHOTO CAPTURES SPECIFIC DAMAGES



Pit Run Surface Wash

Not all gravel road surfaces are designed with Class 3 or 4 gravel.

Identify the material that was lost if it is untypical.

Let us know what you need to get the site back to its pre-disaster state.



Look for Evidence of Wash Outside of the Road and Possible Right-of-Way

HEAVY ROCK AND PIT RUN



GRAVEL IN DITCH



Inundated Road

NDDES is directing applicants to identify all inundated roads.

Estimate the length and depth of inundation. Identify the road width.

If the road does not qualify for a grade raise, once the road comes out of water, the site can be re-inspected as long as the disaster has not been closed.



Applicant Must Identify Damage – Be Observant of the Cause of Damage

HOLE IN ROAD



WASHING NEXT TO CULVERT



Exposed Culvert

How do you intend to fix the site. Does the culvert need to be reset? Is the culvert Damaged? Be descriptive with your damage description.

Surface gravel washed over area 200' x 18' x 2".

40LF of 24" CMP eroded around but did not displace. Culvert does not need to be reset. Road bed eroded 4' deep over area 16' x 4' on North Side. Inslope eroded over area 16' x 5' x 4'/2.



Be aware of all components of the road structure.
Filter fabric, rip rap, debris removal, culverts.



Bridge Approach Wash

Who is responsible for the approach to the bridge, County or Township?

Surface gravel washed over area 100' x 22' x 3".

Road bed eroded 6" deep over area 100' x 22'. Lost material consisted of pit run.



Gravel Wash: Example

Surface gravel washed over area 300' x
22' x 3".



Culvert Erosion: Example



Signs of Washing

Take photos that provide evidence of washing.



Identifying Your Sites

Make sure your photos have identifiable titles or another method to identify the site.



Non-maintained Road/Prairie Trail

Road must be maintained, improved
and in use at the time of the event.

There may be some exceptions.



Culvert Washout

Make sure your photos are taken from a distance where we can visually see the damages.

Try to take your damaged photos prior to summer vegetative growth.



Frost Boils/Rutting

Damages need to be a direct cause of the event.

FEMA has taken the stance that frost boils and rutting are caused by a freezing/thawing cycle and not by one single event.



Category A – Debris Removal

Woody debris gathered against bridge abutment over area 40' x 10' x 4' (60 CY).

How do you intend to dispose of material? Where will the material be taken, staged and possible burned?



Section 4 – Record Retention

Important Dates

Work Completion Dates – Clock starts at declaration date – January 1, 2022

- Category A – Debris Removal
 - Deadline – July 1, 2022
- Category B – Emergency Protective Measures
 - Deadline – July 1, 2022
- Category C-G – Permanent Work
 - Deadline - July 1, 2023
- Category Z – Project Management Costs
 - Deadline – Open until 180 days before expected grant closure date

Important Dates – Time Extensions

Work Completion Dates – Clock starts at declaration date

Time extensions can be granted by the state

- Category A & B – State can grant an additional 6 months of time extension
- Category C-G – State can grant an additional 30 months of time extensions
- FEMA can grant additional time extensions case by case
- You will be notified by the FEMA Grants Portal 90, 60 and 30 days from any activity completion deadline date

Record Retention – Small Projects

Small Projects: Under \$132,800.00

Record Keeping - Work Completed and Work to be Completed Projects

- Copies of invoices must be kept to show that the SOW has been completed; and or
- Copies of Force Account records to show that the SOW has been completed
- Keep copies of proof of payments to your contractors
 - Cancelled Checks
 - Warrants

Record Retention – Small Projects

Record Keeping

- Permitting records must be retained for environmental compliance
- Procurement records
- Records of any insurance proceeds
- Keep track of funding being release to your townships
- **Releasing funding to townships without invoices identifying that the SOW has been completed leaves your project worksheets open for de-obligation**

Record Retention – Small Projects Self-Certification

All small work to be completed projects require a self-certification review to validate that the subrecipient has completed the original, or amended, scope of work (SOW) for each FEMA approved Project Worksheet that has been classified as a small project

Once a subrecipient provides notification that all small projects have been completed or the period of performance has expired, NDDES will conduct the small project compliance self-certification

- Applicants will have 60 days to complete the self-certification process
- Non-compliance of small project worksheets may be subject to de-obligation

NDDES reserves the right to do a more extensive compliance review, as needed, or as directed by the ND Director of Homeland Security or the ND Disaster Recovery Chief

Record Retention – Small Projects – Grant Funding

Small project funding will be paid at obligation

You will receive email notification from grants.des.nd.gov when your projects are obligated

- The email will provide you a link where you can view your project and the supporting documentation

Federal funding is released to the State or Recipient

- A second email will follow once the funding has been transferred to your account
- The Recipient then forwards the Federal and State funding to the applicant or sub-recipient

Funding must be placed in a noninterest bearing account

Highly recommended to keep funding in its own account

Funding must be trackable

Record Retention – Large Projects

Large Projects: On or above \$132,800.00

All large projects are subject to an additional State and Federal review after obligation, and after the completion of all work and proof of payments have been made

Record Retention

- Copies of invoices must be kept to show that the SOW has been completed; and or
- Copies of Force Account records to show that the SOW has been completed
- Keep copies of proof of payments to your contractors
 - Cancelled Checks
 - Warrants
- Permitting records must be retained for environmental compliance
- Records of any insurance proceeds
- Explanation of overruns/underruns exceeding 15%

Record Retention – Large Projects

Record Retention (Continued)

- Copies of Contracts
 - Contracts must be signed
 - Contracts must be enforced
- Copies of change orders
- Procurement records
 - Must comply with the most stringent policy between Federal, State and Local procurement procedures
 - Applicants are responsible for establishing “Reasonable Costs” **AT ALL TIMES**
 - Local Procurement Policy
 - Including procurement process for Engineering and Design
- Copies of all proofs of payment for work completed

Record Retention – Large Projects

The Subrecipient must provide documentation to support the actual costs within **90 days** of work completion.

*“**Work Completion Date** is the date the Applicant completes all work associated with the approved SOW including meeting all compliance requirements. It does not include invoice payments, warranty periods, or grant management activities (e.g., compiling and submitting documentation, financial reconciliation, requesting payment, etc.).”*

Record Retention – Large Projects - Grant Funding

No Federal or State funding is paid upon obligation

Federal funding can be paid once NDDES has completed the large project closeout review

- State share funding will be paid once FEMA has reviewed and closed the project

90% of the Federal funding can be paid if the applicant can demonstrate the following has been completed;

- Procurement policy has been followed
- EHP requirement met
- SOW requirements met
- Proof of payment for work completed
- Must request funding through ND Grants (CIVIX)

Non-compliance with Large Project closeout guidelines may result in de-obligation of funding

Important Dates

Work Completion Dates

- Once work on a project is 100% complete, the Applicant must submit documentation for the project within 90 days of the Recovery Scoping Meeting or within 90 days of the work completion date, whichever is later, regardless of whether the project has been obligated. FEMA makes its eligibility determination and processes the project based on the documentation received within the 90-day deadline.

Important Dates

Request for Public Assistance – Due within 30 days of the respective area being designated in the declaration

Exploratory Call – Due within 7 days of PDMG Assignment

Recovery Scoping Meeting – Due within 21 days of PDMG Assignment

Signed Damage Inventory: Identify and Report Damage

- Date: 60 days from your recovery scoping meeting
- After this date you will not be able to identify damages

Public Assistance Recovery Staff

North Dakota Department of Emergency Services (NDDDES) Division of Homeland Security

- Darin Hanson – Director of Homeland Security
- Justin P. Messner – Disaster Recover Chief jmessner@nd.gov
- Brent Kahl – Public Assistance Officer – 701-328-8186 bmkahl@nd.gov
- Allan Hartmann – Task Force Lead – 701-328-8269 AllanHartmann@nd.gov

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